

APPENDIX K

CHECKLIST
FOR FOREIGN TRAVEL REQUEST

This checklist is to be used in conjunction with foreign travel requests submitted by Army Corps of Engineers personnel pursuant to Foreign Travel Procedures related to guidance issued by the Assistant Secretary of the Army (Civil Works) on January 25 and February 5, 1988. This checklist applies to all Army Corps of Engineers international activities which are NOT exclusively in support of U.S. Forces, overseas.

1. The proposed travel is consistent with the Secretary of the Army's memorandum of March 4, 1985, which states "the policy of the Department of Army is that travel must be directly and clearly related to mission achievement Travel that is only marginal should be deferred or cancelled and we should seek alternate means, such as teleconferencing."
2. The subject travel request is complete and contains a thorough explanation of the purpose of the trip, the related agenda, a detailed description of any proposed meetings with foreign government officials or U.S. embassy personnel and all other information required by the ASA(CW) memoranda.
3. The proposed travel is likely to result in significant benefits to the U.S. Army domestic Civil Works Program. (Applicable only if the proposed travel is funded by Civil Works appropriations)
4. The proposed travel has been fully coordinated with all appropriate U.S. Government offices and the purpose of the proposed travel and the related agenda and itinerary are consistent with all applicable OASA(CW) directions and all other U.S. Government laws, regulations, policies and directives.
5. The funding and sources of funding for the proposed travel are appropriate and legal and do not raise any conflict of interest problems for the individual traveller involved.
6. The length of the proposed travel, the related itinerary, the mode of transportation to be used and the related agenda all minimize costs to the U.S. Government.

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7. The traveller has been informed that, unless specifically authorized by the OASA(CW), he or she is not authorized to initiate discussions related to the negotiation or conclusion of an international agreement (as defined by DOD Directive 5533.3) and is not authorized to make commitments regarding future travel or other activities which would require the expenditure of Army funds.
8. The traveller will submit a trip report thirty days after the conclusion of the proposed travel if such a report is required by applicable OASA(W) directives (NOTICE: All meetings with foreign government officials must be reported unless specifically exempted by OASA(CW)).
9. The traveller has been informed that, unless coordinated in advance with the Office of the Deputy Chief of Staff for Intelligence (DAMI-FL.) in accordance with AR 380-25, and unless specifically authorized by the Office of the Assistant Secretary of the Army (Civil Works), the traveller is not authorized to extend invitations to foreign nationals to visit Department of Defense facilities in the United States.
10. The traveller has provided to the OASA(CW) completed trip reports which were required in connection with any previous travel.
11. All technology security issues which may be reasonably expected to arise as a result of the traveller*s foreign activity have been properly coordinated with appropriate offices in the Department of the Army and the Department of Defense.
12. All presentations, papers, briefings, etc., to be given in conjunction with this travel have been cleared through appropriate command, public affairs and security channels.